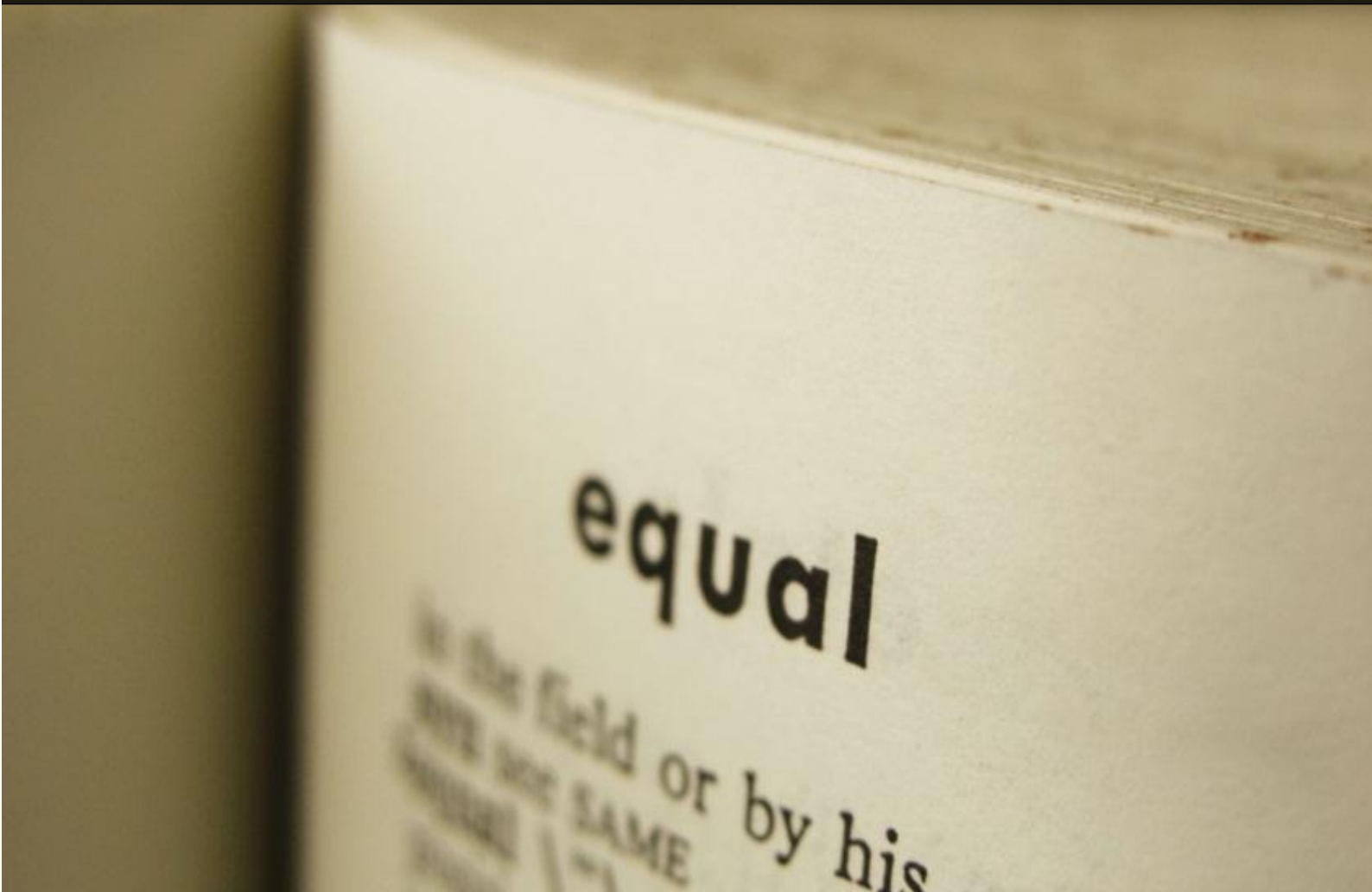


**STATE OF MONTANA**  
***DEPARTMENT OF COMMERCE***

**EQUAL EMPLOYMENT OPPORTUNITY PROGRAM PLAN**



**MAY 2014**

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The Department of Commerce is committed to fostering an environment that provides Equal Employment Opportunity. The Department's goal is to make its workforce more closely reflect the labor force. The Department will make specific good faith efforts to identify the underutilization of women and minorities, and make the necessary changes to remove any existing barriers to employment. The Department will also work to recruit and retain qualified minorities at all levels of employment.

The Department of Commerce adopts the State of Montana EEO, Nondiscrimination and Harassment Prevention Policy and commits to the following: The Department of Commerce is an equal employment opportunity (EEO) employer and prohibits discrimination based on race, color, national origin, age, physical or mental disability, marital status, religion, creed, sex, sexual orientation or political beliefs unless based on a bona fide occupational qualification (BFOQ). The Department also prohibits discrimination in providing services, activities and programs unless providing a reasonable accommodation or reasonable modification would cause an undue hardship. Employees are required to read, follow and understand the Department of Commerce EEO Program Plan.

The Department of Commerce is committed to resolving complaints of discrimination in a fair and timely manner. The complaint resolution procedure is a dispute resolution process used when an applicant, client, customer or employee alleges that discrimination has taken place. Management must investigate when reports are received. Complaints concerning disability discrimination are submitted to the agency Americans with Disabilities Act (ADA) Coordinator. All other complaints are submitted to the agency Equal Employment Opportunity (EEO) Officer.

## **I. PLAN PURPOSE**

The purpose of this plan is to implement and maintain an Equal Employment Opportunity (EEO) Program to ensure the Department of Commerce hires and promotes employees based on job related qualifications, skills and abilities and furthers the efforts for the State to continue as an employer of choice. The Department of Commerce does not discriminate in employment, based upon race, color, national origin, age, physical or mental disability, marital status, religion, creed, sex, sexual orientation or political beliefs. The Department has adopted the State of Montana's EEO Policy as the basis of its EEO program plan which can be found in Appendix A.

## **II. GOALS AND OBJECTIVES**

The Department's goal is to make its workforce more closely reflect the labor force in Montana. The Department will make specific good faith efforts to identify the underutilization of women and minorities, and make the necessary changes to remove any existing barriers to their employment. The Department will also work to recruit and retain qualified minorities including Native American individuals and individuals with disabilities at all employment levels.

Underutilization may be caused by barriers to employment. Therefore, the Department's hiring officials will review their recruitment, selection, and promotion process as well as the on-the-job treatment of employees to ensure that women and minorities receive equal employment opportunity to secure employment and promotion.

## **III. UNDERUTILIZATION REVIEW**

Appendix B contains a table that summarizes the Department's underutilization of women and minorities by EEO category and job groups within the category. This information comes from the Utilization Analysis Report that compares the Department's workforce to Montana's labor force by each job group. If the Department's workforce in a particular job group is less than the labor force, then the job group will be defined as underutilized.

The Department's hiring officials will strive to determine the cause of underutilization (employment barriers) and take appropriate action to remove those barriers. Employment barriers MAY BE caused by:

**Recruitment Issues**—The Department will focus on attracting qualified women and/or minority applicants in numbers proportionate to external availability.

**Selection Issues**—The Department's selection of candidates is based on pre-established job related criteria ensuring that women and/or minorities are screened equally during the selection process. Each applicant is rated based on the specific job-related criteria and their specific experience.

**Upward Mobility Issues**—The Department will evaluate the qualification of women and minorities within the organization and advance them in the organization demonstrating underutilization issues are taken seriously.

**On-the-Job Treatment**—The job conditions and the Department's performance evaluation of its employees are based on bona fide occupational qualifications and criteria and will not have adverse impact on women and minorities. The Department will foster a culture of diversity, openness and inclusion focused on collaborative engagement of employees and respect for unique individual contribution.

#### **IV. EEO PROGRAM PLAN**

The Department has established the following EEO Program Plan. The Department's managers/hiring officials will strive to increase women and minority representation for underutilized positions by evaluating their recruitment and selection practices to ensure that women and minorities receive equal opportunity to secure employment. The Department will continue its efforts to recruit and retain qualified individuals with disabilities in all levels of our workforce.

##### **A. Hiring**

Prior to beginning the hiring process, the Human Resource Office will review the Utilization Analysis and the Adverse Impact Report for the job category to determine if the position is attracting qualified women and/or minority applicants in numbers proportionate to their external availability.

If the position is underutilized, the hiring official will review the EEO Plan as it relates to their Recruitment/Selection Process. This requires a job profile review to make sure the position requirements are job-related and consistent with business necessity and the safe performance of the position. Any hiring requirement that does not meet these criteria will be removed to avoid screening out qualified applicants.

The Department will make reasonable accommodations to applicants with physical and mental limitations unless such an accommodation would create an undue hardship on the Department's ability to conduct business.

##### **B. Recruitment**

The Department's recruitment goal is to increase women and minority representation in underutilized positions by attracting qualified candidates to apply for the underutilized positions. Applicant's qualifications will be reviewed to ensure qualified individuals are treated in a nondiscriminatory manner. Vacancy announcements for underutilized positions will include the statement:

Women and minorities are encouraged to apply.

The department will post all external vacancy announcements on State of Montana Employment website: <http://mt.gov/statejobs/statejobs.asp>, and will notify department employees of these opportunities through the e-mail system.

The Department will continue to partner with the Montana Job Service Workforce Centers in its recruitment efforts. The Job Service Workforce Centers provide the following services for applicants:

1. Post job openings from the State's Employment website to America's Job Bank;
2. Conduct training on how to apply for a state job;
3. Provide application materials to the public;
4. Answer general questions about vacancies and application procedures;
5. Provide proficiency testing;
6. Forward completed applications to the hiring agency; and
7. Provide classes on how to use the computer to perform basic Internet job search activities, and complete applications on-line.

The Department will continue to work with recruitment sources (organizations having effective contact with women, minority groups and persons with disabilities) to improve recruitment efforts.

The Department will encourage the employment of women, minorities, and people with disabilities who are not currently in the workforce, by offering part-time employment, internships, or summer employment when possible.

### **C. Compensation**

The Human Resources Office will analyze review salaries before hire and make recommendations based on job related skills, abilities and experience for appropriate placement within the pay range. Pay will be based on internal equity, external competitiveness and be motivating.

In 2014, the Department in conjunction with the Department of Administration will conduct a pay audit to assess the salary rates of women in the workplace as directed by the Governor's Equal Pay for Equal Work Task Force. The Department will evaluate current salaries to ensure appropriate range placement based on job related experience, skills and abilities. The Department will examine salary anomalies and ensure equality based on the above factors among male and female incumbents.

### **D. Training Programs**

Managers involved in the recruitment and selection process will be trained by a Human Resource Specialist to ensure they understand the EEO Program Plan, and are committed to its intent.

### **E. Harassment and Discrimination Prevention**

The Department has adopted the State of Montana's EEO Policy (Appendix A) prohibiting harassment and discrimination based on protections provided under EEO laws. Any person who believes they or another person has been subjected to

discrimination is encouraged to report the incident or action. The complaint resolution procedure is explained in Appendix C.

#### **F. Internal Recruitment Opportunities**

The Department will strive to ensure employees are given equal opportunity for positions by:

1. Posting opportunities through the State's e-mail system;
2. Assisting employees in identifying opportunities;
3. Offering training, educational programs and job mentoring when possible.
4. Striving to promote women and minorities from within to ensure the institutional knowledge is preserved and opportunities for advancement are demonstrated as a means of organizational commitment to diversity.

The Utilization Analysis will be annually reviewed by the Human Resource Office in an effort to ensure that qualified women and minorities are provided opportunities at rates substantially similar to those of qualified men and non-minority employees. The Department will strive to employ and retain qualified individuals with disabilities in all levels of its workforce.

#### **G. Termination**

Exit interviews are conducted by Human Resources staff to provide the exiting employee with the opportunity to:

1. Discuss the precise reason(s) for the termination;
2. Voice any concerns the employee may have been reluctant to express while employed; and,
3. Provide positive and negative comments and suggestions related to their employment experience.

The Department will review the Adverse Impact Report and the On-Line Date Warehouse information (when available), to identify if women and minorities leave our Department at rates substantially different from those of men, non-minority employees, and employees without disabilities.

## **V. DUTIES AND RESPONSIBILITIES FOR PROGRAM IMPLEMENTATION**

### **A. Director:**

1. Support the Department's EEO Program Plan, and hold managers accountable for adhering to it.
2. Evaluate Division Administrator's Program participation through annual performance evaluations.

### **B. EEO Officer/ADA Coordinator:**

1. Review and update the EEO Program Plan as necessary.
2. Implement and maintain EEO reporting and recordkeeping systems to measure the effectiveness of Department's EEO Program Plan, and to determine whether goals and objectives have been attained.
3. Continue to use the Employee Profile to ensure compensation is based on an individual's qualifications and experience.
4. Annually update the Department's Underutilization Report. Send the updated report to Division Administrators, along with a comparison of last year's with the current year's figures.
5. Assist managers in identifying what may be causing underutilization (employment barriers) and recommend appropriate action.
6. Assess labor market data to determine recruitment strategies.
7. Keep management informed of the latest developments in the area of EEO.
8. Provide Manager Fact Sheet links to managers and hiring team members prior to beginning the hiring process.
9. Review the Utilization Analysis and Adverse Impact Report prior to beginning the hiring process.
10. Provide training opportunities for managers and employees in the area of EEO and Recruitment and Selection, to ensure that managers and supervisors understand their responsibility to take action to prevent the harassment of employees and applicants for employment.
11. Investigate, and attempt to resolve all EEO complaints.

### **C. Managers/Supervisors:**

1. Responsible for implementing and adhering to the Department's EEO Program Plan.
2. Lead by example. Treat all persons in the workplace fairly; with courtesy, dignity and respect. Will promote an inclusive work environment that recognizes and values differences as a key to organizational success.
3. Ensure the Department's EEO Policy Statement and Complaint Resolution Procedure is posted on employee bulletin boards.



4. Responsible for reviewing the recruitment, selection, and promotion process to ensure they are adhering to the Department's EEO Program Plan, and make hiring decisions based on an applicants competencies and qualifications.
5. Will review the following Manager Fact Sheets:  
Equal Employment Opportunity, Nondiscrimination and Harassment Policy;  
<http://hr.mt.gov/content/hrpp/docs/Guides/NondiscrimHarassmtFactSheet2012>  
  
Reasonable Accommodation;  
<http://hr.mt.gov/content/hrpp/docs/Guides/ReasonableAccommodationFactSheet.doc>  
  
Reasonable Accommodations and Equal Access Policy;  
<http://hr.mt.gov/content/hrpp/docs/Guides/ReasonAccommFactSheet2012>
6. Responsible for promoting equal access to the programs, services and activities they provide for their customers.

**D. Employees:**

1. Treat persons in the workplace fairly, with courtesy, dignity and respect fostering a culture of diversity and inclusion.
2. Inform supervisor, the EEO Officer or the Human Resource Office of any EEO concerns.
3. Follow the Department's EEO Program Plan.

**VI. EEO PROGRAM PLAN DISTRIBUTION:**

**A. Internal**

1. Each employee will receive the link to **the EEO** plan during new employee orientation and annually as the plan is updated.
2. The EEO Policy and Complaint Resolution Procedure posters will be permanently posted and conspicuously displayed in areas available to employees and applicants for employment.
3. The Department's EEO Program Plan will be posted on its intranet page.

**B. External**

1. The Department's EEO Program Plan will be posted on its web page.
2. The Department will advise contractors and business partners of the EEO policies and procedures to ensure awareness and compliance.

## APPENDIX A STATE OF MONTANA EQUAL EMPLOYMENT OPPORTUNITY

It is the policy of the State of Montana that state government:

- Is an equal employment opportunity employer;
- Does not discriminate in employment based upon **race, color, national origin, age, physical or mental disability, marital status, religion, creed, sex, sexual orientation or political beliefs**; and
- Implements and maintains an effective equal employment opportunity program that may include a written affirmative action plan.

Employees of the State of Montana have a right to work in an environment free from all forms of discrimination. The State of Montana's prohibition of discrimination includes discrimination in hiring, firing, promotions, compensation, job assignments, and other terms, conditions or privileges of employment. The State of Montana may not retaliate or allow, condone, or encourage others to retaliate against any applicant, employee, or past employee for opposing unlawful discriminatory practices, filing a discrimination complaint and/or testifying or participating in any other manner in a discrimination proceeding.

All employees with access to such information shall maintain the confidentiality of the information to the extent reasonably possible and may not release the information to anyone who does not have the right or need to know.

SEXUAL HARASSMENT	DISABILITIES
<p>The State of Montana prohibits sexual harassment of employees, customers, clients and any other persons. There are two categories of sexual harassment:</p> <p><b>Quid pro quo:</b> Sexual favors are sought in return for job benefits or opportunities. It includes being forced to resign (constructive discharge). <b>Examples:</b> Sexual advances that are unwelcome. The loss or threatened loss of a job for failing to comply with a supervisor's sexual demands. This may include situations that began as mutual attractions, but later ceased to be reciprocal. Employment benefits affected in exchange for sexual favors (may include situations where a third party is treated less favorably because others have agreed to sexual advances).</p> <p><b>Hostile working environment:</b> Unwelcome sexual conduct that unreasonably interferes with an employee's job performance or creates an intimidating, hostile or offensive working environment. The key words are <b>unwelcome, unreasonable, and intimidating, hostile or offensive. Examples:</b> Displaying sexually suggestive objects, pictures, cartoons or posters. Verbal abuse of a sexual nature, sexually oriented jokes, innuendoes, or obscenities. Sexually suggestive letters, notes or invitations.</p> <p>Harassment not involving sexual activity or language is also discriminatory if it is sufficiently patterned or pervasive and directed at employees because of their sex. This is <b>gender-based</b> harassment.</p>	<p>The State of Montana does not discriminate against any applicant or employee in hiring, firing, promotions, compensation, job assignments and other terms, privileges or conditions of employment due to physical or mental disability.</p> <p>The State of Montana provides reasonable accommodation to an otherwise qualified applicant or employee with a known disability that prevents the individual from participating in the application process, competing in the selection process, performing the essential functions of the job, and enjoying equal benefits and privileges of employment. An accommodation that is not effective, creates an undue hardship on a department, or endangers health or safety is not a reasonable accommodation.</p> <p>Any otherwise qualified applicant for employment or employee with a disability who needs reasonable accommodation shall inform the department personnel officer, his or her immediate supervisor or the department ADA coordinator of the nature of the disability and the accommodation requested.</p> <p>Some communicable diseases, for example, HIV/AIDS, are physical disabilities. The State of Montana does not discriminate against any applicant for employment or employee based upon communicable disease unless required to do so by the reasonable demands of the position.</p>
OTHER HARASSMENT	MATERNITY
<p>The State of Montana's policy is to provide employees with a work environment free of these forms of harassment. Harassment of employees, clients, customers, and any other persons doing business with state government because of a person's <b>race, color, national origin, age, physical or mental disability, marital status, religion, creed, sexual orientation or political beliefs</b> is prohibited.</p> <p>Examples of other prohibited harassment include, but are not limited to: Coercion of employees, clients, or customers in the participation or non-participation in religious activities; or ethnic slurs, repeated jokes, innuendoes, or other verbal or physical conduct because of a person's nationality, race, color, age, physical or mental disability, marital status, religion, creed, sexual orientation or political beliefs if these actions create an intimidating, hostile or offensive working environment.</p>	<p>The State of Montana may not discriminate against any applicant or employee in hiring, firing, promotions, compensation, job assignments and other terms, conditions or privileges of employment based upon a temporary disability resulting from pregnancy, childbirth, or related medical conditions.</p> <p>The State of Montana may not terminate any employee due to pregnancy or childbirth. The State of Montana shall grant a request by an employee for a reasonable leave of absence for pregnancy, childbirth or related medical conditions. The State of Montana recognizes six (6) calendar weeks as a reasonable period of recovery from the temporary disability due to childbirth.</p>
EQUAL PAY	RELIGION
<p>The State of Montana may not pay unequal compensation to men and women who perform jobs that require substantially equivalent skill, effort, and responsibility that are performed under similar working conditions. Wage differentials are permitted on factors other than sex, for example, longevity, merit, and applicant or employee qualifications.</p>	<p>The State of Montana shall make reasonable accommodation for religious beliefs or practices. Any otherwise qualified applicant for employment or employee who requires reasonable accommodation may inform his or her immediate supervisor or the department EEO officer of the need for a religious accommodation. An accommodation that creates an undue hardship on a department is not a reasonable accommodation.</p>

If you are considering reporting a complaint, you can: Use your department's complaint resolution procedure. File a complaint with the Human Rights Bureau, Department of Labor and Industry (PO Box 1728, Helena, MT 59624-1728, phone 1-800-542-0807). Complaints with the Human Rights Bureau will be accepted within 180 days of the act, or an extended 120 days if you are using an internal complaint procedure.

If you are not personally a victim of discrimination, but observe actions against other employees that you believe to be discrimination, you are encouraged to bring it to the attention of your EEO Officer or ADA Coordinator.

**EEO Officer**  
301 South Park Avenue  
Helena, MT 59620

**Diane Larson – ADA Coordinator**  
Room 212  
301 South Park Avenue  
Helena, MT 59620  
406-841-2718

**APPENDIX B**

<b>DEPARTMENT OF COMMERCE</b>						
<b>Under-utilization Comparison Report 2012-2014</b>						
	<b>Underutilization Jan-12</b>		<b>Underutilization Mar-13</b>		<b>Underutilization April-14</b>	
<b>EEO Categories and Job Groups</b>	<b>Female</b>	<b>All Minority</b>	<b>Female</b>	<b>All Minority</b>	<b>Female</b>	<b>All Minority</b>
<b>Officials and Administrators Category: 1</b>						
Occupational Group Code 000: Agency Head; BOI Administrators	-1	OK	OK	OK	OK	OK
Occupational Group Code 111: Operations Manager, Program Manager			OK	-2	OK	-2
Occupational Group Code 113: Computer Information Sys Mgr, Financial Manager, HR Manager			-1	OK	-1	OK
Occupational Group Code 131: Administrative Specialists (PB7)	OK	OK				OK
<b>Professional Category: 2</b>						
Occupational Group Code 000: BOI - Professionals	-3	-1	-5	-2	-5	-2
Occupational Group Code 131: Purchasing Agent, Program Specialist, Training Dev Spc, Human Resource Specialist; Project Facilitation Spec, Administrative Specialist (PB 5&6); Business Development Specialist	OK	OK	OK	-9	OK	-7
Occupational Group Code 132: Accountant; Investment Analyst, Financial Specialist	-1	-3	OK	OK	OK	-1
Occupational Group Code 151: Web Dev, Database Analyst, Network Adm, Data Control Spec.			OK	-1	OK	OK
Occupational Group Code 172: Civil Engineering Specialist			OK	OK	OK	OK
Occupational Group Code 193: Economist			-1	OK	-1	OK
Occupation Group Code 231: Lawyer	-1	OK	-1	OK	-1	OK
Occupational Group Code 232: Paralegal Legal Assistant			OK	OK	0	OK
Occupational Group Code 254: Curator; Museum Exhibit Specialist	-1	OK	-1	OK	-1	OK
Occupational Group Code 271: Graphic Designer	-	-	-	-	OK	OK
Occupational Group Code 273: Public Relations Specialist	OK	-1	OK	-1	OK	-1

**DEPARTMENT OF COMMERCE**  
**Under-utilization Comparison Report 2012-2014**

	Underutilization Jan-12		Underutilization Mar-13		Underutilization April-14	
<b>Technicians Category: 3</b>						
Occupational Group Code 151: Computer Support Specialist, Data Control Tech			OK	OK	OK	OK
Occupational Group Code 254: Museum Exhibit Tech			OK	OK	OK	OK
Occupational Group Code 433 Accounting Technician	OK	OK	OK	OK	OK	OK
Occupational Group Code 436: Administrative Assistant	OK	-1	-1	OK	-1	OK
<b>Office/Clerical Category: 6</b>						
Occupational Group Code 431: Administrative Support Supv.			OK	OK	OK	OK
<b>Skilled Craft Category: 7</b>						
Occupational Group Code 499: Maintenance Worker	OK	OK	OK	OK	OK	OK
<b>Department Total</b>	OK	-8	OK	-14	OK	-14

## **APPENDIX C**

### **STATE OF MONTANA**

### **NONDISCRIMINATION-EQUAL EMPLOYMENT OPPORTUNITY**

### **COMPLAINT RESOLUTION PROCEDURE**

The State of Montana is an equal employment opportunity employer and prohibits discrimination based on race, color, national origin, age, physical or mental disability, marital status, religion, creed, sex, sexual orientation or political beliefs unless based on a bona fide occupational qualification (BFOQ). The State also prohibits discrimination in providing services, activities and programs unless providing a reasonable accommodation or reasonable modification would cause an undue hardship.

The State of Montana is committed to resolving complaints of discrimination in a fair and timely manner. The complaint resolution procedure is a dispute resolution process used when an applicant, client, customer or employee alleges that discrimination has taken place. Management must investigate when reports are received. Complaints concerning disability discrimination are submitted to the agency Americans with Disabilities Act (ADA) Coordinator. All other complaints are submitted to the agency Equal Employment Opportunity (EEO) Officer.

#### **Complainant's Responsibility:**

Any applicant, client, customer, or employee who believes he or she or another person has been subjected to a discrimination of the equal employment opportunity policy is encouraged to report the incident(s) or action(s) to management as soon as possible after the alleged discrimination occurs. Early reporting is encouraged, because management's ability to investigate and act on reports diminishes with time.

#### **Management's Responsibility:**

1. Any supervisor who receives a report of an alleged discrimination shall immediately notify the agency EEO Officer or ADA Coordinator.
2. Upon receipt of a report alleging discrimination, including sexual harassment, the agency shall take all appropriate steps to prevent the alleged conduct from continuing pending completion of the investigation. The agency will determine the steps to be taken by balancing the rights of the alleged victim, including the severity of the alleged conduct, and the rights of the alleged harasser.
3. The EEO Officer or ADA Coordinator shall initiate an investigation or select another appropriate management representative to initiate the investigation no later than 10 working days after receiving notice of the alleged discrimination. The investigation shall include verification of the report, a recommended course of action, and written documentation of the investigation. The investigator shall submit the results of the investigation to department or agency personnel officer. The factual report shall remain confidential and may not be disseminated except to persons having a need or right to know which outweighs the privacy rights of the persons involved.
  4. Within 5 working days of receiving the investigator's factual report, the agency will, in writing, inform the complainant, any employees directly involved, their immediate supervisors, and the EEO Officer or ADA Coordinator of the results of the investigation and the agency's decision.
  5. If the investigation establishes that there is insufficient evidence to find that illegal discrimination occurred, the agency will inform all parties involved that no action will be taken. If the investigation establishes that discrimination

occurred, the agency will take appropriate action, including, but not limited to, disciplinary measures pursuant to the agency's disciplinary policy, which may include termination. The agency will, in writing, inform the complainant only that an action was taken, not the details of the action.

6. Neither the agency management nor any employee will retaliate against any employee for filing a discrimination complaint or for participating in any way in a complaint procedure.

**OTHER COMPLAINT FILING OPTION** (1) An applicant, client, customer, or employee may concurrently file a complaint of unlawful discrimination with the Human Rights Bureau (PO Box 1728, Helena, MT 59624-1728, phone 1-800-542-0807.) The complaint must be filed either:

- a. within 180 days of the alleged incident; or
- b. if the employee initiates action to resolve the alleged discrimination in accordance with this procedure or contract grievance procedure, within 300 days of the alleged incident.

**Coordinator  
EEO Officer**  
301 South Park Avenue  
Helena, MT 59620

**Diane Larson – ADA**

Room 212  
301 South Park Avenue  
HELENA, MT 59620

## DISCRIMINATION COMPLAINT RESOLUTION FORM

*Alternative accessible formats of this document are available on request.*

**Complainant's Name:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

**Complainant's Status:**

☐ Employee ☐ Job Applicant ☐ Department Customer

**Basis of Complaint:**

☐ SEXUAL HARASSMENT

- ☐ Quid Pro Quo
- ☐ Hostile Work Environment
- ☐ Gender Based
- ☐ Harassment

☐ EQUAL PAY

- ☐ MATERNITY
- ☐ RELIGION – ACCOMMODATION
- ☐ DISABILITIES

☐ OTHER HARASSMENT

- ☐ Race
- ☐ Color
- ☐ Creed
- ☐ Age
- ☐ Religion
- ☐ Sexual orientation
- ☐ National origin
- ☐ Physical or mental disability
- ☐ Marital status
- ☐ Political beliefs

**Name of person you believe discriminated against you:** \_\_\_\_\_

**Department or Address:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

**Date, time, and place of the incident(s):** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Documentation:**

*Please attach copies of any documents or material you believe are relevant.*

**Witnesses:**

Did anyone witness the incident(s) of discrimination? If so, please list names and phone numbers of any

witnesses to the incident(s). Use additional pages, if necessary.

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

**Statement:**

Please describe the incident(s) as clearly and concisely as possible. Provide as much detail as you can recall, including when and where the events occurred and who said what to whom. Explain why you believe the conduct or treatment was discriminatory. Use additional pages, if necessary.

**Action Sought:**

Please describe what you would like to see done to correct the situation.

**Complaint Authorization**

I understand that complete confidentiality cannot be maintained in the process of handling informal and formal complaints. I agree that this statement of allegations may be used during the investigation of the case. I further consent that this statement and certain information in the complaint file may be disclosed to certain agency employees including the person I believe discriminated against me, in order to resolve my complaint, conduct fact finding, or implement remedial action. I also understand that information may also be disclosed if required by law, rule, regulation, or court order.

I affirm that this complaint statement is true, accurate, and complete to the best of my knowledge.

\_\_\_\_\_  
***Signature of Complainant***

\_\_\_\_\_  
***Date***

In addition to filing this complaint, you may file a complaint with the following: Montana Human Rights Bureau, Phone # 800-542-0807 or TTY (406) 444-0532, or the United States Equal Employment Opportunity Commission (EEOC), Phone # (800) 669-4000, or TTY # 1-800-669-6820.

-end of form-